

Step by Step Instruction: How to Conduct Direct Certification using Individual Student Look Up



Released May 2014

"How to Conduct Direct Certification using Individual Student Look Up" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

The Step by Step Instruction will review:

Log into CNP Direct Certification	Slides 3-10
Conducting Individual Student Look Up:	Slides 11-20
• <i>Standard Format Search/Results</i>	<i>Slides 14- 15</i>
• <i>SAIS ID Format Search/Results</i>	<i>Slides 16-17</i>
• <i>SSN Format Search/Results</i>	<i>Slides 18-19</i>
FAQ: Results of DC Report	<i>Slides 21-26</i>

*The following slides will only cover how-to instructions for Individual Student look Up. **Please refer back to the ADE webpage for other upload methods.***

Log into CNP Direct
Certification

Log into CNP Direct Certification

1. Go to the ADE Health and Nutrition
Webpage:

<http://www.azed.gov/health-nutrition/>



Log into CNP Direct Certification

2. Locate "Common Logon" on the upper right of the webpage. Click on the Common Logon link.



Log into CNP Direct Certification

A new webpage will load. It should look like this screen.

ARIZONA DEPARTMENT OF EDUCATION COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



You must have a user name and password in order to access Common Logon.

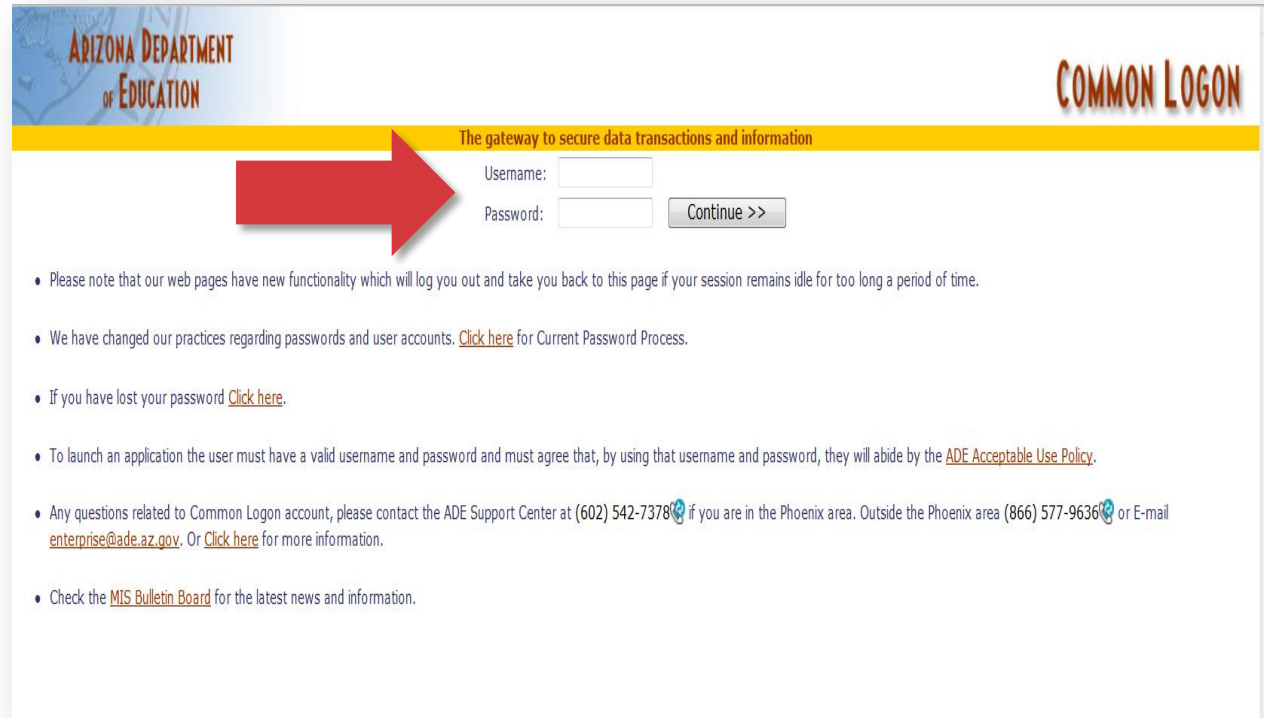
****If you do not have a user name and password:***

Go to: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Read the Online Training Manual
2. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
3. Receive Common logon username and password in 7-10 days with access to CNP Direct Certification/ Direct Verification access in 7-10 days.

Log into CNP Direct Certification

3. Enter your Username and Password.



ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

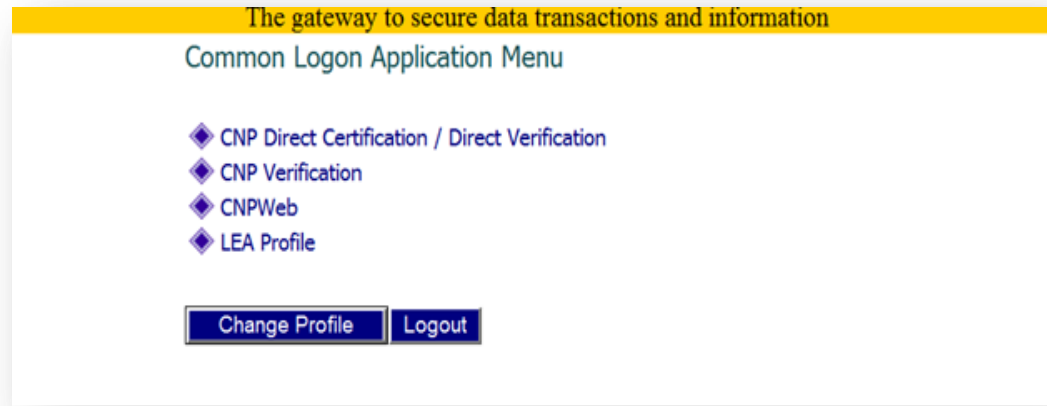
Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Log into CNP Direct Certification

Once logging in, your webpage will show all Common Logon Applications you have access to.



You must have access CNP Direct Certification/Direct Verification. This is an **additional** option on the Common Logon Permissions form.

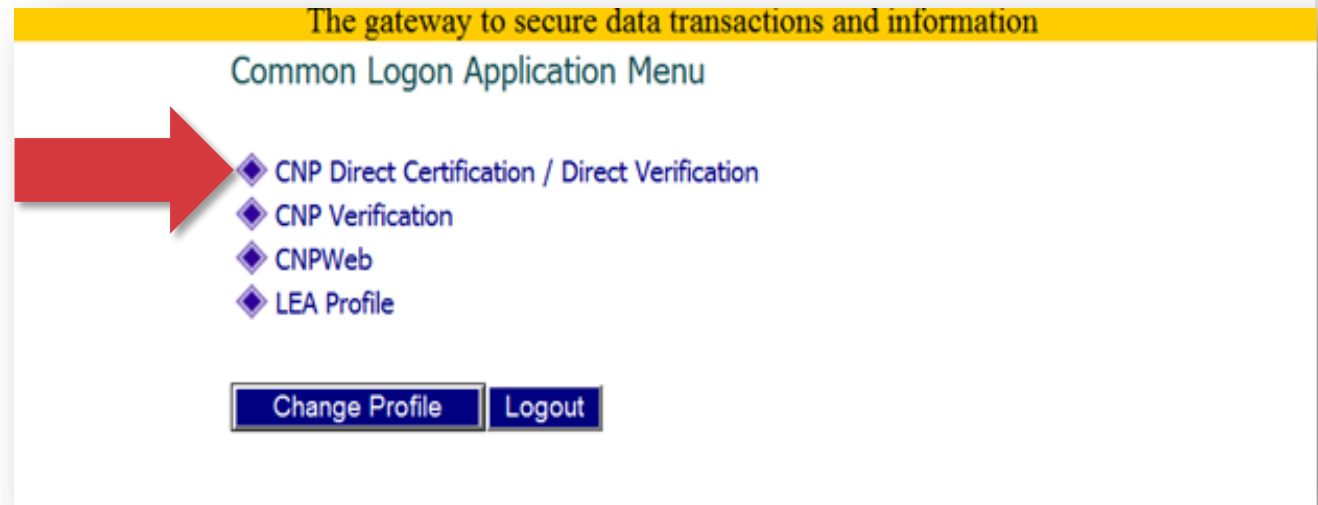
****If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:***

Go to: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to ADD the Direct Certification permission. Send to ADE.
2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

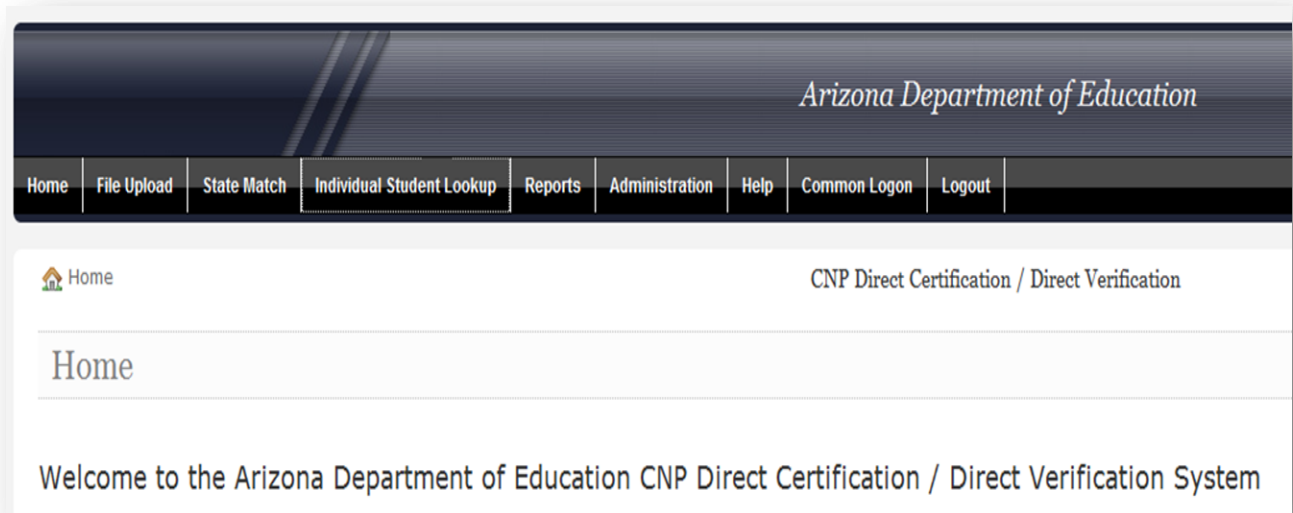
Log into CNP Direct Certification

4. Click on CNP Direct Certification/Direct Verification



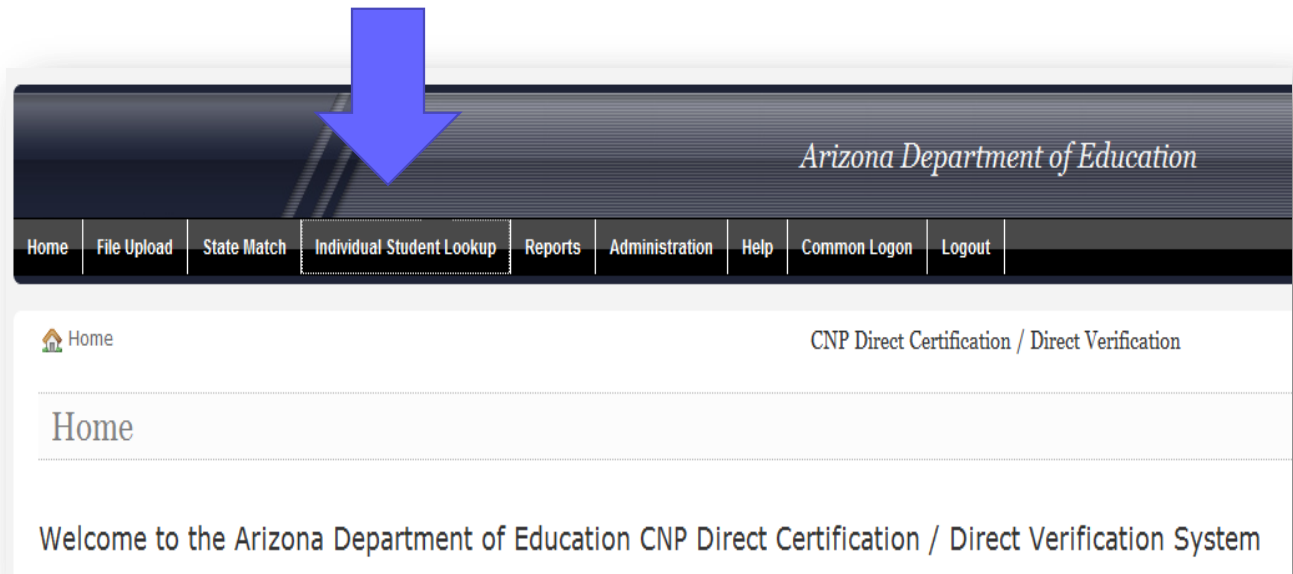
Log into CNP Direct Certification

A new screen will load. It should look like this.



Individual Student Look Up

Click on the Individual Student Look Up tab.



A new screen will load.

Individual Student Look Up should look like this.

- You are able to choose how you search the student in the Direct Certification database. Choosing different formats will require different types of student information.

The following slides will guide through each format.

[Home](#) | [File Upload](#) | [State Match](#) | [Individual Student Lookup](#) | [Help](#) | [Common Logon](#) | [Logout](#)

Home > Individual Student Lookup

CNP Direct Certification / Direct Verification

Welcome 4235

Individual Student Lookup

Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	First Name	Last Name	Birthdate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Click here to submit your search:

Options

Search using this format:

☒ Standard Format (First and Last Name, Birthdate)
☐ SAIS ID Format
☐ SSN Format
☐ Case Number Format (DES Case Number)

Show these students in the display:

Check all that apply:
☒ Students that match DES
☒ Students that don't match DES
☒ File upload messages

☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

1. Choose to search using the format: **Standard Format (First and Last Name, Birthdate)**
2. Choose to display students: "Students that match DES", "Students that don't match DES"
3. Enter the student's first name, last name and birthdate. *(You may enter up to 10 students at a time)*
4. Click Submit

Home

File Upload

State Match

Individual Student Lookup

Reports

Administration

Help

Common Logon

Logout

Home > Individual Student Lookup

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

Individual Student Lookup

Print this page

• Use this method to check the eligibility of up to 10 students at a time.

• Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').

• When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.

• Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).

• The "Case Number Format" search option is only available when Direct Verification is available.

• You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

1. Peter Goldstich 2/15/2001

2. Lizzie Smith 12/1/2002

3.

4.

5.

6.

7.

8.

9.

10.

Click here to submit your search: Submit

Options

Search using this format:

Standard Format (First and Last Name, Birthdate)

SAIS ID Format

SSN Format

Case Number Format (DES Case Number)

Show these students in the display:

Check all that apply:

Students that match DES

Students that don't match DES

File upload messages

Check here to do a Direct Verification search

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You must keep this report for your records.


#1. Print report directly from webpage, **OR**

#2. Download the report to save on your computer to access at any time.

- If any student resulted in a “Match”
Reminder: If one child results in a “Match”, all children in that household are considered directly certified and will receive free meal benefits for the program year.
- If any student resulted in a “No Match”
Request documentation/household application from household

Results

Processed as:	Standard		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:42 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	2	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	2
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Peter	Goldstich	02/15/2001	No Match						
2	Lizzie	Smith	12/01/2002	No Match						

1. Choose to search using the format: **SAIS ID Format**
2. Choose to display students: "Students that match DES", "Students that don't match DES"* and
3. Enter the SAIS ID into the field. (You may enter up to 10 SAIS IDs at a time)
4. Click Submit

HomeFile UploadState MatchIndividual Student LookupHelpCommon LogonLogout

Home > Individual Student LookupCNP Direct Certification / Direct VerificationWelcome 4235

Individual Student LookupPrint this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's DES Case Number.
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	SAIS ID
1	1231231
2	9878944
3	5254782
4	2365984
5	
6	
7	
8	
9	
10	

Click here to submit your search: Submit

Options

Search using this format:

Standard Format (First and Last Name, Birthdate)

SAIS ID Format

SSN Format

Case Number Format (DES SNAP/TANF Case Number)

Show these students in the display:

Check all that apply:

Students that match DES

Students that don't match DES

File upload messages

Check here to do a Direct Verification search

You must keep this report for your records.


#1. Print report directly from webpage, **OR**

#2. Download the report to save on your computer to access at any time.

- If any student resulted in a “Match”
Reminder: If one child results in a “Match”, all children in that household are considered directly certified and will receive free meal benefits for the program year.
- If any student resulted in a “No Match”
Request documentation/household application from household

Results

Processed as:	SAIS ID	
Prepared by:	Mia Calamia	Date Prepared: 5/28/2014 8:45 AM
Direct Verification:	No	Displaying: Matches , Non-Matches
Records Processed:	4	Validation Errors Found: 0
Matches Found:	0	Non-Matches Found: 4
SNAP Matches:	0	MA Matches: 0
TANF Matches:	0	Foster Matches: 0

Click here to download your results: 

Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1231231				01/01/1900	No Match						
2	9878944				01/01/1900	No Match						
3	5254782				01/01/1900	No Match						
4	23659984				01/01/1900	No Match						

1. Choose to search using the format: **SSN Format**
2. Choose to display students: "Students that match DES", "Students that don't match DES"*
3. Enter the SSN into the field. *(You may enter up to 10 SSNs at a time)*
4. Click Submit

HomeFile UploadState MatchIndividual Student LookupReportsAdministrationHelpCommon LogonLogout

Home > Individual Student Lookup

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

Individual Student Lookup

Print this page

• Use this method to check the eligibility of up to 10 students at a time.

• Starting with the first row, enter each student's Social Security Number.

• When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.

• Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).

• The "Case Number Format" search option is only available when Direct Verification is available.

• You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	SSN
1	111221111
2	444556666
3	777559969
4	
5	
6	
7	
8	
9	
10	

Click here to submit your search:

3.

4.

Options

Search using this format:

☐ Standard Format (First and Last Name, Birthdate)

☐ SAIS ID Format

☒ SSN Format

☐ Case Number Format (DES Case Number)

Show these students in the display:

Check all that apply:

☒ Students that match DES

☒ Students that don't match DES

☒ File upload messages

☐ Check here to do a Direct Verification search

1.

2.

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Effective May 2014, ADE's CNP Direct Certification/Direct Verification system has been updated. Specifically, the match results now include additional data columns with program participation information. These new columns have been added to ensure LEAs can accurately report student eligibility information when it is required for the CNP Verification Summary Report. The new columns are SNAP, TANF, MA, and Foster. The DES Results column (Match or No Match) is still displayed. **LEAs must continue to utilize the DES Results column to determine if a student is Directly Certified.** Please note, students participating in more than one program will only be counted once in the total "Matches Found" section of the Results box. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/ to view Step-by-step Instruction for using the CNP Direct Certification system.

You must keep this report for your records.


#1. Print report directly from webpage, **OR**

#2. Download the report to save on your computer to access at any time.

- If any student resulted in a “Match”
Reminder: If one child results in a “Match”, all children in that household are considered directly certified and will receive free meal benefits for the program year.
- If any student resulted in a “No Match”
Request documentation/household application from household

Results

Processed as:	SSN		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:47 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	3	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	3
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0



Click here to download your results: 

Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111551235			01/01/1900	No Match						
2	538145890			01/01/1900	No Match						
3	531286816			01/01/1900	No Match						

File Upload

File Upload Method

- If you feel that entering individual data for each student will take too long, you have the option to create a list of all students on the selected applications with their student data to upload into the system. This method is called File Upload.
- Please refer back to the ADE webpage for Step by Step Instruction for File Upload Methods.



FAQ: Results of DC Report

FAQ: Results of DC Report

Q1. Do I need to download my results or can I just print the webpage?

Whichever method works better for the user.

Upon request, the SFA must provide a copy of the original report and the date it was collected.

Please note, when downloaded, the top summary bar (including date report was run) is not included.

Results											
Processed as:		SSN									
Prepared by:		Mia Calamia			Date Prepared:		5/28/2014 8:47 AM				
Direct Verification:		No			Displaying:		Matches , Non-Matches				
Records Processed:		3			Validation Errors Found:		0				
Matches Found:		0			Non-Matches Found:		3				
SNAP Matches:		0			MA Matches:		0				
TANF Matches:		0			Foster Matches:		0				
Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111551235			01/01/1900	No Match						
2	538145890			01/01/1900	No Match						
3	531286816			01/01/1900	No Match						

[Click here to download your results](#)



FAQ: Results of DC Report

Q2. Would ADE accept my Direct Certification report if I copied the results of “Match and No Match” information onto an excel spreadsheet?

ADE will ask to see the original report created from the search. The SFA must keep the original search results format from the webpage or downloaded results. As long as the SFA has at least one copy in its original form, the SFA can copy the results into their own format.


FAQ: Results of DC Report

Q3. Why is the student showing up more than once?

The may have been given multiple School Student IDs (i.e. transferred schools). The database will list ALL School Student IDs given to that student who has is only granted one SAIS ID. However, the DES result will be the same for all different School Student IDs.

Results

Processed as:	SAIS ID	
Prepared by:	Mia Calamia	Date Prepared: 5/29/2014 9:25 AM
Direct Verification:	No	Displaying: Matches , Non-Matches
Records Processed:	7	Validation Errors Found: 0
Matches Found:	0	Non-Matches Found: 7
SNAP Matches:	0	MA Matches: 0
TANF Matches:	0	Foster Matches: 0

Click here to download your results: 

Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						


FAQ: Results of DC Report


**Q4. On my results page, is it ok if the column
“Decision Date” is blank?**

*Yes, it is ok if the column Decision Date is
blank on the results report.*

Results

Processed as:	SAIS ID	
Prepared by:	Mia Colamia	Date Prepared: 5/29/2014 9:25 AM
Direct Verification:	No	Displaying: Matches , Non-Matches
Records Processed:	7	Validation Errors Found: 0
Matches Found:	0	Non-Matches Found: 7
SNAP Matches:	0	MA Matches: 0
TANF Matches:	0	Foster Matches: 0

Click here to download your results: 



Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						


FAQ: Results of DC Report

Q5. On my results page, if there is a “Decision Date” next to the student, does their FREE meal benefits start at that date?

No, the student is directly certified and begins receiving free meal benefits the date the report was run and the first time they are “Matched” within the program year.

Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:35 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	72	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	72
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

[Click here to download your results:](#) 

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1235268	0023526231	Anthony	Burch	11/10/1996	11/15/00	12/15/2013					